

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **October 06, 2015**

CONSULTANT SERVICES REQUIRED for Project No. 2016-409A; CSTC-Orcas Housing Unit Addition; Department of Social and Health Services; Olympia, WA 98504. This request for qualifications is for the purpose of obtaining consultant services for the design and construction administration services for a 1,400-1,500 sf addition to the Orcas Housing Unit at the Child Study and Treatment Center in Lakewood WA.

Scope of Work

The Child Study and Treatment Center (CSTC) is located on the campus of Western State Hospital in Lakewood, Washington. CSTC is Washington State's only accredited psychiatric children's hospital providing 24 hour in-patient care for children ranging in age from 5 to 17 years of age. The campus consists of three residential housing units which separates the children by age, an elementary school, a high school, and administrative building. This project will provide an addition to the Orcas housing unit which houses older adolescent children, 14-17 years old.

The 10,000 SF Orcas unit originally constructed in the 1980's was renovated in 2006 and has a 16 bed capacity. It also houses the institution's Close Attention Program (CAP) to which this addition is associated. CAP provides acute behavioral treatment and care for the most disruptive, aggressive, and destructive adolescents. This addition will provide a safer, more secure therapeutic environment for difficult individuals away from the milieu where staff can provide treatment and allow patients to de-escalate without fear of harming themselves or others.

The successful candidate will provide architectural design, engineering, and construction administration services for this project. The facility will remain occupied and operational while construction occurs. The team will have knowledge and experience working in secure, institutional settings. A high level of communication of complex design concepts with staff unfamiliar with building design processes is expected.

A MACC of \$700,000 has been established for this project. Design shall commence upon notice to proceed to the successful candidate. Construction is scheduled for the summer of 2016 with completion anticipated no later than March 2017. Final acceptance of the project shall be prior to June 30, 2017.

There will be an **Informational Meeting** for this request on:
September 23, 2015 at 2:00pm

Child Study and Treatment Center
8805 Steilacoom Blvd, SW
Lakewood, WA 98498

Contact: Project Manager, Penny Koal, 360-902-8156 or email at penny.koal@dshs.wa.gov

Selection Criteria

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

Project Understanding and Approach (30 points);
Qualifications of Key Personnel including major sub-consultants (25 points);
Relevant Experience (20 points) Please include current contact information to substantiate relevant experience.
Capacity and Cost Control (15 points)
Diverse Business Inclusion Plan (10 points)

Other Information

The Agreements for Consultant services will be the standard Office of Engineering and Architectural Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

The state reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 12% MBE and 8% WBE, and 5% Washington Small Business and 5% Veterans have been established for this project. Achievement of the goals is encouraged. However, no minimum level of Diverse Business participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include diverse Business participation, but plan for Diverse Business Inclusion is required. A/E's may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- The Office of Minority and Women's Business Enterprises: 866.208.1064 or www.omwbe.wa.gov,
- For small business information: Servando Patlan, Business Diversity and Outreach Manager at the Washington State Department of Enterprise Services: 360.407.9390 or servando.patlan@des.wa.gov,
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Submittal Requirements

Submit required number of Statements of Qualifications, six (6) paper copies and one (1) electronic copy, with the project number and title clearly identified on the front cover. Each of the submittals should include:

- Executive summary
- Federal form SF330 (Part II only)
<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.
- Consultant Selection Diverse Business Inclusion Plan Criteria may be found at:
<http://des.wa.gov/SiteCollectionDocuments/Facilities/EAS/DiverseBusinessInclusionPlanCriteria.pdf>
- No more than twenty (20) pages total at 8 ½ X 11 size sheets, printed on both sides
 - Covers, dividers, and tab sheets are not included in page count total
 - Note, 11”x 17” fold outs can be included, but counted as two sheets.

To qualify for review, submittals must be delivered to the following address:

Attention: Luda Rybalchenko
Department of Social & Health Services
Operational Support Services Division, Office of Capital Programs
1115 Washington Street SE, Olympia, WA (hand delivered or courier)
P. O. Box 98504, Olympia, Washington, 98504-5848 (Mailed)

All submittals must be received no later than October 6, 2015, prior to 2:00 PM, (as per date/time stamped by DSHS.)

For selection process questions please contact Luda Rybalchenko, luda.ryballx@dshs.wa.gov
For project questions please contact the Project Manager, Penny Koal, penny.koal@dshs.wa.gov
or 360-902-8156

NO FAXED OR E-MAILED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase II Interviews will be scheduled for the week of **October 19th** at **Lakewood, WA**

Firms will be notified of the selection results the last week of October 2015.

The State of Washington is an affirmative action employer. All submittals become the property of the State.